

## Navigating the TGFF Online Grant Application(s)

**TGFF's online application creates a rough draft of your application and is the beginning of the TGFF grant process. The online application is not a final draft.**

**Previews of the application are available:** To prepare for TGFF's online grant process, previews of both applications are available at tgff.org under "apply for a grant". Previews are provided to help prepare the submitter for the questions and documents necessary to complete the application.

**Required fields:** All red astricted fields will require the applicant to provide an answer or select a file. If a required field is left blank you will not be able to continue to the next page.

**"Next" & "Previous" buttons:** These buttons allow the user to move seamlessly throughout the online application. The "Next" button allows you to move on to the next page and the "Previous" button allows you to go back. Answers to text fields can be edited after they are entered. Information from page to page will be saved as long as you are currently on the application. If you leave the application or close out of tgff.org, you must select the "Save and Continue" button for your information to be saved.

**"Save & Continue":** If you have started the online application and wish to save and continue at a later time, you will need to select "Save and Continue". Once this button is selected, a popup message appears requesting you to provide your email address. At this point, provide your email address and hit "send link". A unique link to the online application will be emailed promptly. Once you access that link, you will find your saved information. At that time you can continue working on your online application.

"Save & Continue" links will expire. To avoid the link expiring, please make a note of the expiration date.

**"Select file" or "drop file":** This feature allows the user to upload a file directly into the application. If you have more than one supporting document to upload to the same text field or grant section, you can use the "select file" button more than once.

**Text field boxes:** Each text field box has been built unique to the application you are on. Some text boxes show more information than others and some are expandable. Please share with us if you have difficulty with a text box or have any other feedback that would be helpful.

**Progress bar:** This feature shows how much of the application you have left to complete. At this time the progress bar is not fully functional. We are in the process of seeing if we can code this correctly. Do not worry if, at the end of your submission, it does not indicate 100%.

**What happens when I hit “Submit” on the online application?** By clicking “Submit”, a rough draft of your online grant application will be submitted to a TGFF shared Google Drive folder. You are now ready to begin the collaborative review process. Access to your rough draft will be provided in a secure link to you and your grant sponsor via email. *Please check your spam folder if you do not receive an email after submission.*

**What do I do with my rough draft?** Use the link provided (via email) to access your draft in a shared Google Drive folder. Feel free to share this link with anyone in your organization. The shared folder is designed to let you work on your draft with your grant sponsor and colleagues. Make sure you leave adequate time to review and revise your rough draft to meet TGFF's quarter deadline date *\*It is recommended to submit the online Rough Draft at least 2 weeks before the Final Grant Deadline.*

**How do I make changes to my grant application or selected files during the rough draft process?** Changes made directly to your application located in the shared drive will be saved automatically.

If you are unable to see, share, or modify any of the documents within the shared drive, please contact us at [grants@tgff.org](mailto:grants@tgff.org). The TGFF Grant Team will check the shared permissions for your folder so that final adjustments can be made.

If a supporting document was uploaded during the online application process and needs to be removed, edited, revised, or re-uploaded, you should be able to do all of that within the shared folder. If you are having trouble with editing or uploading a document, please contact [grants@tgff.org](mailto:grants@tgff.org) or a member of the TGFF Grant Team.

PDF documents that need to be updated before final submission will need to be revised on your end. Please remove the PDF that no longer applies to the grant review and upload the finalized PDF once it has been revised.

**For grant tracking purposes, what is the official date of my application?** The date your final application is signed and submitted will be TGFF's official application date. Please use this date for your records.

**How do I submit a final application?** Your grant application is not in the TGFF Grant Review process until the final application is submitted.

To submit your final application, follow the **4 steps** found at the bottom of your rough draft application. See the four steps below:

**To submit this as a FINAL application complete the following 4 steps:**

1. **Confirm** that your family grant sponsor has reviewed and approved this rough draft.
2. **Sign** the signature section
3. **Download** a copy of the application for your records.
4. **[CLICK HERE](#)** to notify the Grant Team that your application is now FINAL.

When you “Submit” your final draft, you will receive a popup message to copy and paste the link to your Google Drive folder that includes your final application and all additional files.

A pop message will appear acknowledging that you’ve made a final submission.

Finally, an email acknowledgment will be sent to you by TGFF’s Grant Team, to confirm that your application is now in the formal review process.

**Unsolicited Proposals:** If you do not have a designated TGFF grant sponsor - please don’t complete the online grant application. TGFF does not accept unsolicited applications and your grant application will not be considered.